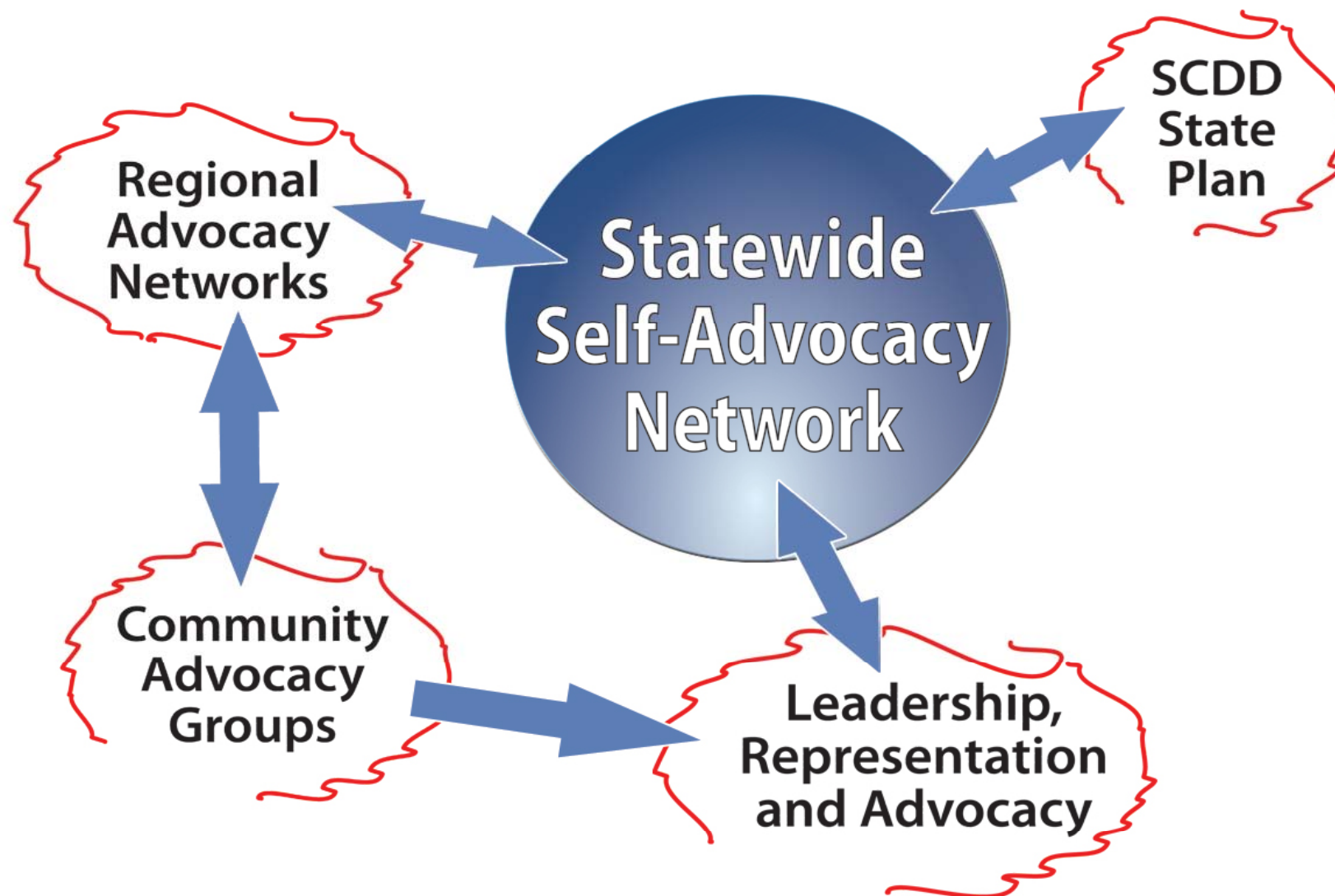


# DAY #2

April  
2012



## CALL TO ORDER



- Announcements
- Elections – July 2012
- Meeting schedule
- Member check in

# ANNOUNCEMENTS

---



## ISSUES & ASNSWERS



## HOUSEKEEPING

# ELECTION OF SSAN OFFICERS

---



## JULY 2012

### **CHAIR AND VICE CHAIR BASIC DUTIES INCLUDE:**

- With SCDD staff, prepare meeting agendas
- Lead meetings and represent SSAN in the community
- Follow-up on issues brought up at meetings
- Work with SSAN facilitators in-between meetings
- Demonstrate leadership qualities/complete leadership mission
- Communicate regularly with SSAN members

# MEETING SCHEDULE

---

## QUARTERLY MEETING PLAN

2012 and 2013



# MEMBER CHECK IN

**MEMBER QUESTIONS**

April 2012

**SSAN**

**COMMUNITY CONNECTIONS**

What organizations or groups are you a part of?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you do there?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How are you involved in your local community?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SECTION #2

---

# NETWORK MISSION



- Create Network Mission Statement
- Create Network Operating Rules

# *SAMPLE* **MISSION STATEMENT**



## *SCDD SELF-ADVOCATES ADVISORY COMMITTEE*

### **WHAT WE DO**

- Learn about issues important to people with disabilities.
- Advise State Council and staff on issues that affect us.
- Assist people with disabilities to be on Boards & committees.

### **KEY WORDS**

- Inclusion and promote independence
- Increase council member involvement
- Advocate with peers through policy making

### **MISSION STATEMENT**

“Be a voice for all Californians with disabilities by promoting State Council participation and peer advocacy that advances independence and inclusion”



# *SAMPLE* **OPERATING RULES**

## *SCDD SELF-ADVOCATES ADVISORY COMMITTEE*

### **KEY RULES:**

- a. Membership
- b. Officers and Elections
- c. Nominating officers
- d. Duties of the Chair/Vice:
- e. Requirements of Chair and Vice-chair
  - Has previous work and/or leadership experience.
  - Knows the operating rules and meeting procedures.
  - Has volunteer experience in the community
- f. Voting
- g. Membership
  - New members will participate in orientation.

## SECTION #3

---

# NETWORK MEMBERS



- Member responsibilities
- BRC and facilitator support

# SSAN MEMBERS

The Network is an *active* group of self-advocates who represent area board regions and organizations. The Network advocates with local, state and national policy-makers.

## MEMBER RESPONSIBILITIES



- Help create statewide and regional advocacy plans.
- Carry out advocacy activities in the community.
- Contribute to the annual progress report.
- Carry out community leadership assignments.
- Report regional outcomes at Network meeting.
- Lead by example.

# BRC /NETWORK SUPPORT



## BRC Network Facilitation Team

### Network Support:



- Organize quarterly meetings with SCDD/SSAAN
- Support area boards and sponsors
- Support development of regional advocacy plans
- Provide technical assistance
- Ongoing evaluation of network process/outcomes
- Training: facilitators and area boards

### Annual Deliverables:



- SSAN quarterly newsletter
- Annual SSAN outcome report : video and book

# SECTION #4

---

## TEAM MEETINGS (MEMBERS/FACILITATATORS)

### MEMBERS

- What is important to you?

### FACILITATORS

- Network process and details
- Facilitation Plan and role of facilitator
- Training and supports
- Communication/technology



# SECTION #5

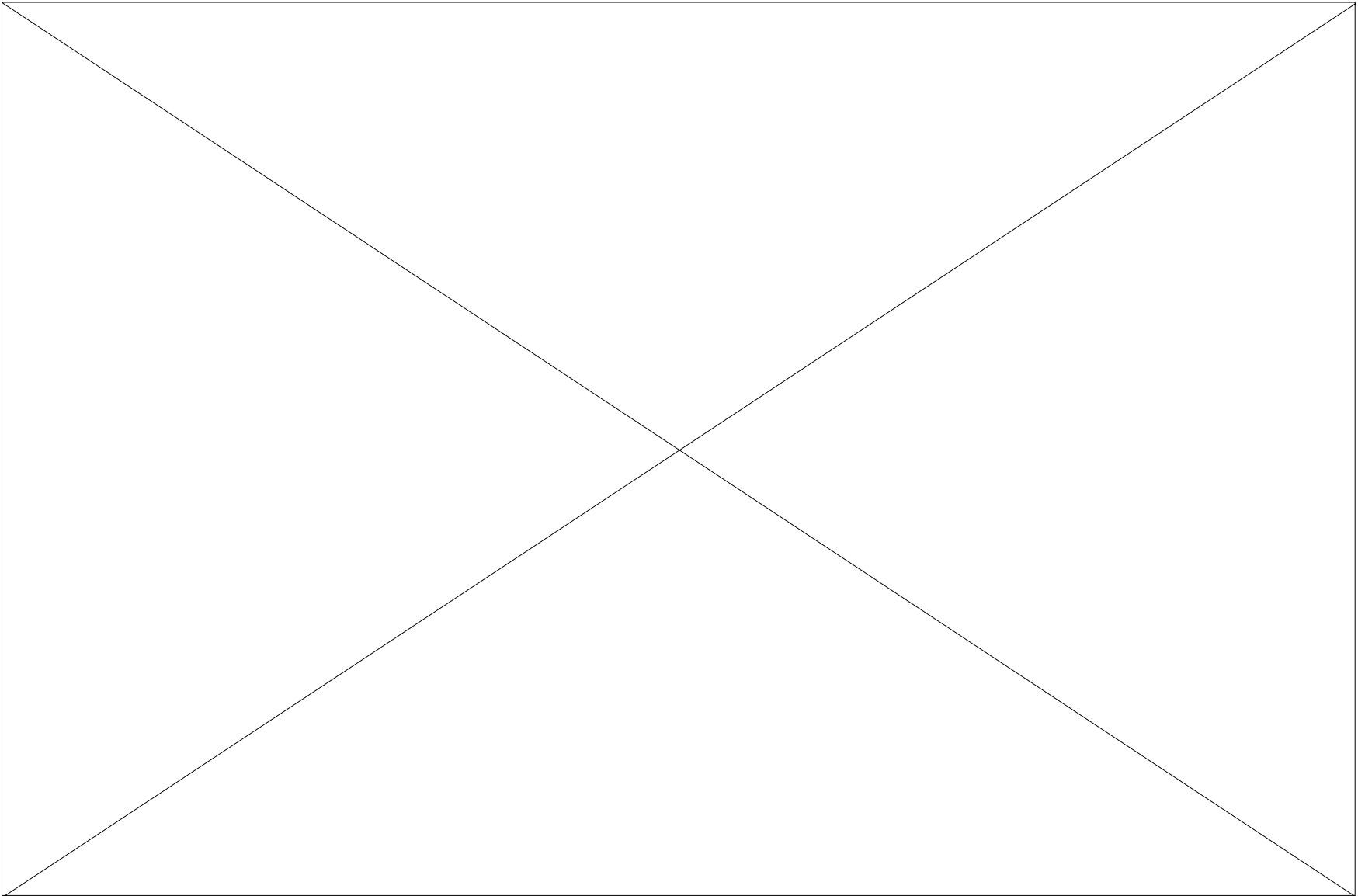
---

## LEADERSHIP



- Think Different
- Advocacy mission statement and goals
- Leadership coaching
- Facilitation tool and video
- Putting it all together:  
*Lisa Cooley and Jennifer Allen*
- Begin work on mission statements

# THINK DIFFERENT



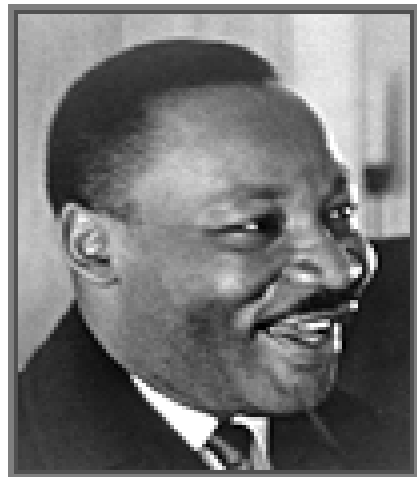
# INSPIRE OTHERS BY EXAMPLE

---



..To guide and influence

..To motivate to action



..To affect or touch someone

*Leaders Inspire others ...* **BY EXAMPLE**



# LEADERS INSPIRE

---

**(1)**

Leaders want to contribute and make a difference

**(2)**

Leaders know what they want to do

**(3)**

Leaders know what is Important to them

LEADERS START WITH A **MISSION STATEMENT** –  
**“WHAT IS MY PURPOSE”**

# LEADERSHIP – CREATING A GOAL

---



# LEADERSHIP STRATEGY

---

## THINK

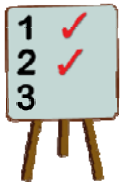


*What matters to you?*

*What's your passion?*

*What difference do you want to make?*

## PLAN



*How will you demonstrate your advocacy?*

*What steps will you take?*

## DO



*Making the difference through your actions!*


# LEADERSHIP COACHING

---



## Leadership Coaching

## **TODAY'S WEBINAR**

- What is leadership coaching?
  - What does it mean to lead by example?
  - What is an advocacy mission statement?
  - What is Think-Plan-Do and how do you use it?
- 



## COACHES

Believe you can choose how to live your own life

Support you to use skills and abilities you have

Ask questions about what is important to you

Encourage you to learn new skills

# Leadership Coaching



---

## **ABOUT YOUR MISSION STATEMENT**

Your advocacy mission statement drives your actions

## **ABOUT YOUR VALUES**

Your values demonstrate what matters to you

## **ABOUT COMMUNICATION**

How you communicate tells others what you care about

## **ABOUT YOU**

Being successful in your own life

Being a leader shows others by your example

## COACHING

### Helps You

Decide what is important to you

Set goals and take action

Try new strategies to be successful

Feel confident





## DIFFERENT TYPES OF LEADERS

### **People in front**

Those who talk for people who are quiet or not able to talk or attend meetings

### **Quiet**

Listen and help people feel heard

## DIFFERENT TYPES OF LEADERS

### **Organized**

Those who keep track of things, so we don't forget

### **Resource Finders**

People who help others find resources

# Leadership is Mission Driven

---

**Think About**

**MISSION STATEMENT DRIVES ACTIONS**



The statement drives your advocacy plan

The statement directly connects to  
advocacy activities and outcomes

## **THE PATH: LEAD BY EXAMPLE**

Create your advocacy mission statement

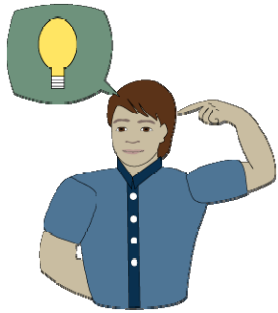
Commit to a plan of action

Become the leader you want to be

Use THINK-PLAN-DO strategy

Teach others through your success

# Decision Making Strategy



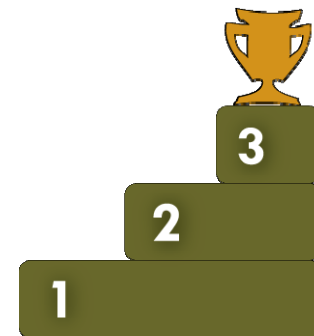
**THINK**

Create your plan  
after **THINKING**  
about what is  
important and why.



**PLAN**

Jumping from **THINK**  
to **DO** without a PLAN  
can make your goal  
difficult to reach.

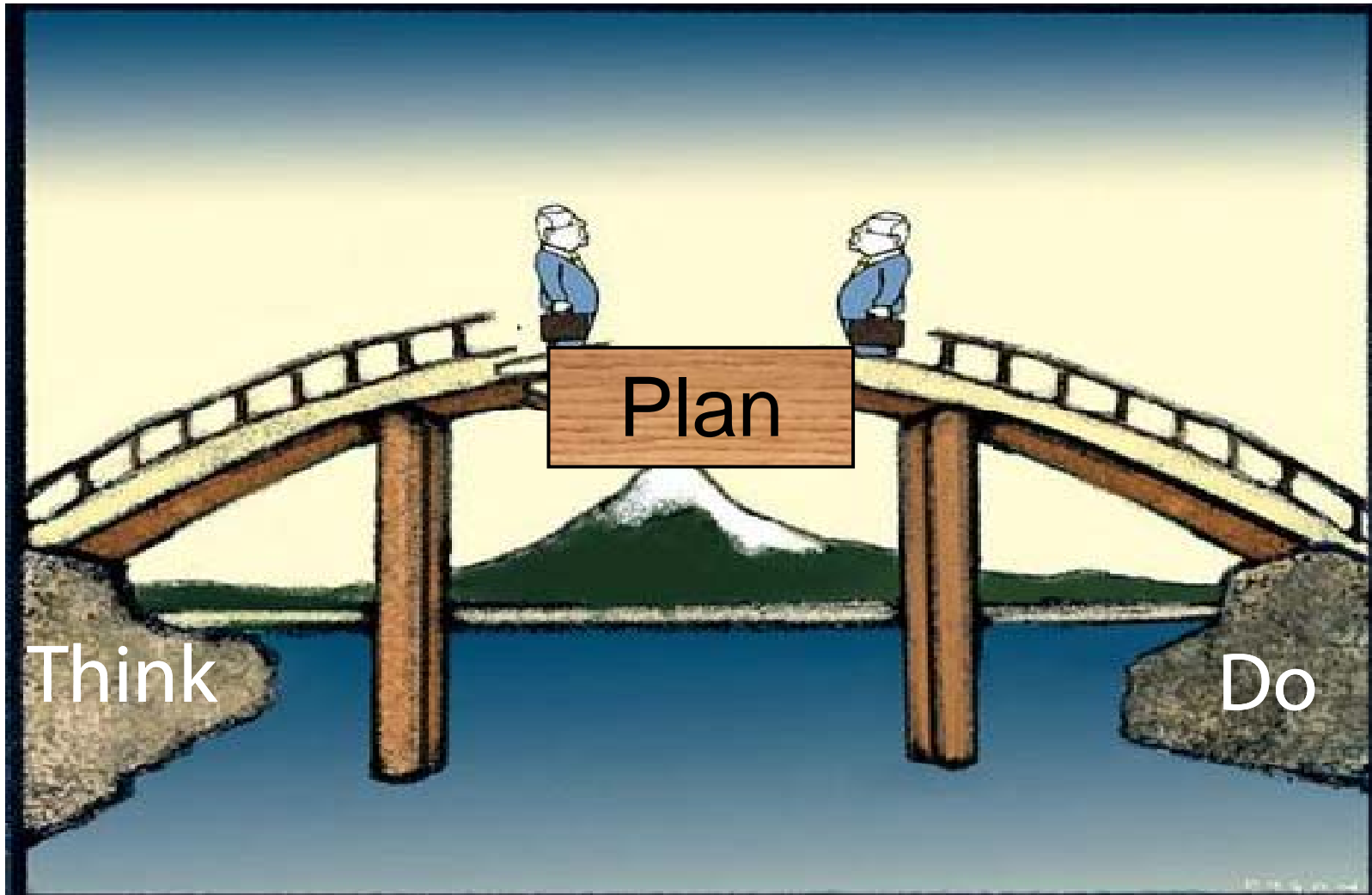


**DO**

**DOING** without a  
plan makes  
reaching your  
goal harder.

# Focusing on the “*Plan*”

A **PLAN** is like a “bridge” connecting **THINK** with **DO**.

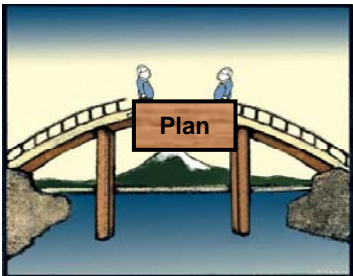


# Leadership Coaching Calls

## COACHING CALLS EMPHASIZE



- Think:** What is important to you
- Plan:** What you want to do
- Do:** Action steps and success



### THE PLAN

is one of the most important parts  
includes steps to achieve your goal

# Next Steps

**THINK** about what is important to you



Plan



# FACILITATION TOOLS AND VIDEO

## FACILITATION



PURPOSE – PLANNING – PRACTICE

### Facilitation Worksheet

Facilitator and Member to complete.

#### Agreement

As partners we will communicate openly and honestly with each other.

#### As the member, I agree to:

- a. Work as a partner with my facilitator.
- b. Communicate when I have questions or concerns about facilitation.
- c. Be prepared and professional.
- d. Communicate when I need to change my plan.
- e. Respect confidentiality of the facilitator.
- f. Other

#### As the facilitator, I agree to:

- a. Work as a partner with the member.
- b. Communicate when I have questions or concerns about facilitation.
- c. Be prepared and professional.
- d. Respect confidentiality of the member.
- e. Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
signature (member) \_\_\_\_\_ date

\_\_\_\_\_  
signature (facilitator) \_\_\_\_\_ date

\_\_\_\_\_  
signature (organization) \_\_\_\_\_ date

**Make copies for facilitator and organization**

W13

# LEADERS AND THEIR SUPPORTS



# FACILITATION BOOK



## GOOD TO KNOW

*Mutual respect create an effective partnership*

## A FACILITATOR ...

1. Has knowledge about organization, meetings, member's role.
2. Has knowledge about meeting rules and procedures.
3. Adapts meeting materials and explains related information.
4. Adapts to changing needs of member.
5. May act in these roles:
  - ***Note Taker***
  - ***Meeting***
  - ***Adaptation Specialist***
  - ***Scheduler***
  - ***Researcher***

# FACILITATION BOOK



*Mutual respect create an effective partnership*

## A FACILITATOR ...

### Key Points

## A FACILITATOR

- Observes workplace boundaries.
  - Avoids any influence of their own opinions.
  - Is self-aware and a watchful partner,
  - Is not a self-promoter.
- 
- ✓ Avoid influence on the member's decision making.
  - ✓ Avoid speaking up or acting "like a member" at meetings.
  - ✓ Acknowledge and address barriers in being a facilitator.
  - ✓ Maintain confidentiality, do nothing to violate trust.

# FACILITATION VIDEO



# PUTTING IT ALL TOGETHER

---



JENNIFER ALLEN

Chair, Self Advocate Advisory Committee,  
SCDD



LISA COOLEY

Vice Chair, Self Advocate Advisory Committee,  
SCDD

# JENNIFER – MY ADVOCACY PLAN

## Leadership Goals and Support

### ADVOCACY MISSION:

Provide information about resources and independent decision-making to high school students who are preparing to enter the community. Use my experiences to encourage and lead others by my example in advocacy leadership, financial planning and organization.

### ADVOCACY LEADERSHIP GOAL EXAMPLE (FINANCIAL PLANNING)

#### THINK - what it means to me

Many people with disabilities have a lot of debt and run out of money every month. Being debt free means having worrying less, fixing my credit score and giving me freedom.

Debt is a burden, it hinders me every day and takes away from my advocacy work. Once I am debt free - my goal is 2013 - I can show others how I did it and what type of support I used.



\_\_\_\_\_ { 1 } \_\_\_\_\_

# JENNIFER – MY ADVOCACY PLAN

## PLAN - steps I will take

1. Contact utility companies to see about special programs to reduce monthly charges.
2. Decide on what debt I will pay off first.
3. Focus on paying it off.

Decision:

I will pay off debt to check cashing store I have owed for 3 years.

Reason:

The loan costs a lot of money every month and I always run out of food or supplies

## DO - action steps

1. Save money from a reimbursement from Alta Regional Center.
2. End of April, go to check cashing store and pay off the entire loan.
3. Once the loan is paid off, use the extra money I spend each month on the loan to pay off a credit card.
4. Once the debt is paid, put together a presentation and teach other self-advocates about why it is important to be debt free and have money for things that are important. For me, it is my grandchildren.

\_\_\_\_\_ { 2 } \_\_\_\_\_



# LISA – MY ADVOCACY PLAN

## Leadership Goals and Support

### LISA'S ADVOCACY MISSION:

Provide information about resources to people with and without disabilities who are preparing to enter adulthood or move into the community. I will use my current Think-Plan-Do experiences to encourage and lead others by my example in advocacy leadership and financial planning so they can have successful lives.

### ADVOCACY LEADERSHIP GOAL EXAMPLE (FINANCIAL PLANNING)

#### THINK - what it means to me

I want to have my own money! It is important to pay off my debts and not owe any money so I can begin saving for my future life. No more monthly payments, so it is easier to rent my future apartment!

Paying off debts is hard because it means making choices and there may be times when I have to say "**NO**" to my family.



\_\_\_\_\_ { 1 } \_\_\_\_\_

# LISA – MY ADVOCACY PLAN

## PLAN - steps I will take

1. Make a list of how much money I owe and who I owe it to.
2. See how much interest I am paying every month.
3. Make a budget.
4. Tell my family that I have to pay off a credit card and will not be able to help out as much.
5. Focus on paying off one debt at a time.

Decision:

I will pay off a credit card that has high interest.

Reason:

I am spending a lot of my money every month on interest and do not have enough for doing the things I want to do.

## DO - action steps

1. Make my budget with support from my facilitator.
2. Tell my family my budget and plan to pay off a credit card now.
3. Begin payments in April and pay off by June 2012.
4. Once the debt is paid, I will go around and teach young adults how important it is to have a budget, be in charge of your own money and be careful when you take out credit cards.  
***Always - pay your credit cards in full every month.***

# MISSION STATEMENT

## ADVOCACY MISSION AND LEADERSHIP PLAN

Name: \_\_\_\_\_

**Key Words** I want to use in my advocacy mission statement

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### What The Words Mean To Me

Word	Means to me

**Advocacy Mission Statement** – *Use your key words to create your statement*

# MISSION STATEMENT

## ADVOCACY MISSION AND LEADERSHIP PLAN

### What I Do Now To Support My Advocacy Mission

Action	Description

### My Advocacy Action Plan

What I Will Do	Details	When

## SECTION #6

---

# QUESTIONS AND WRAP UP



- Community Assignments
- Meeting evaluation
- Questions

# COMMUNITY ASSIGNMENT

**COMMUNITY LEADERSHIP** April 2012

**SSAN**

**PERSONAL LEADERSHIP**

*tip!* Use template provided

1. Watch the Leadership DVD video "Mission Statement"
2. Complete "Mission Statement Guide"
3. Create your own advocacy mission statement (include: mission, key words, goals, action plans)
4. Complete "facilitation plan" with facilitator (create agreement for the support you want)

**TECHNOLOGY**

*tip!* Ask for support

1. Accept invitation to join SSAN Google Group [www.groups.google.com/group/cassanetwork](http://www.groups.google.com/group/cassanetwork)
2. Post a comment on the group site
3. Practice one (1) video call with area board/sponsor agency

**OUTREACH**

*tip!* Use resources on your flash drive

1. Meet with area board/sponsor to begin organizing regional group
2. Share SSAN purpose with advocacy group, board or regional center.

## REMINDER:



Resources are  
on the flash  
drive.

**ASK FOR SUPPORT!**

# MEETING EVALUATION

**TODAY'S MEETING** April 2012

Name: \_\_\_\_\_

Was information presented clearly? ☐ YES ☐ NO

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☒ ☐ ☐

☐ ☐ ☐

☐ ☐ ☐

  
Tell us your  
thoughts

# QUESTIONS – COMMENTS



## SEE YOU IN JULY